

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140166-9
REPORTS INVENTORY

DD5/OIR/ISS - 39

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT
☐ STATISTICAL
☐ NARRATIVE
☒ MACHINE-NAME LISTING

Agency Training Record - List of Edit Errors

3. FUNCTIONAL AREA

PERSONNEL	<input checked="" type="checkbox"/>	TRAINING
LOGISTICS	<input type="checkbox"/>	SECURITY
MEDICAL	<input type="checkbox"/>	FINANCE

 ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED: 1
 5. FREQUENCY (weekly, monthly, quarterly, etc.): Quarterly
 6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): Computer print-out
 8. ADP PROCESSING

<input checked="" type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO. 602A
<input type="checkbox"/>	NO	

 9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR ☐ 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report): OCS, OTR/ISS/AIR
 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): None (See 601E Report)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Input the same as 601A plus correction process:									
11	6.50		4		26.00		4		104.00
8	4.90		8		39.20		4		156.80
5	3.60		16		57.60		4		230.40
4	3.20		16		51.20		4		204.80
									<u>\$696.00</u>

B. COSTS OF COMPUTER PRODUCED REPORTS

35 pages x 5¢ per page x 4 times a year =	\$7.00
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TOTAL COSTS PER YEAR

\$703.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR ☐

The report gives a list of ATR Transactions not accepted by the computer because of format errors in the input.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE		0	0
<input type="checkbox"/> DISCONTINUE			STAT

16. DATE OF INVENTORY: 9 OCT 1970
 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140166-9
 Records Management Officer, OTR
 18. EXTENSION: ☐